

# CHEQUE BOOK RECONCILIATION

To load, type LOAD " CR. Should you encounter any difficulty, adjust your volume and repeat. Once loaded, type RUN.

## INTRODUCTION

This programme is designed to help you reconcile your bank statement with your cheque/passbook. In the course of running the programme, you will be asked to supply the following information:—

- (1) Balance as per bank statement.
- (2) Balance as per cheque book.
- (3) Automatic payments made by bank on your behalf.
- (4) Automatic payments received by bank on your behalf.
- (5) Dishonoured cheques.
- (6) Unpresented cheques.
- (7) Deposits not yet credited.

## DEFINITIONS

### **(1) Balance as per bank statement.**

This will be the balance supplied by the bank, on its statement, to show you the amount of cash that you have left in your account.

### **(2) Balance as per cheque book.**

This will be your own calculated balance, which will represent the difference between all your cash receipts and payments.

**(3) Automatic payments made by bank on your behalf.**

These are payments which you have arranged with your bank, to be made on your behalf. For example, you may have an arrangement with your bank to pay \$XXX.00 each month to your insurance company, being payment for your insurance premium.

**(4) Automatic payments received by bank on your behalf.**

These are similar in nature to (3) above, but are payments made **TO** you, instead of by you. Rent paid weekly to you, as a landlord, directly into your account, would be an example of this.

**(5) Dishonoured cheques.**

These are cheques which have bounced.

**(6) Unpresented cheques.**

These are cheques which you have made out to those you owe, but which have not been presented by them to the bank for payment. This is usually the item which causes the bank statement to differ from your chequebook.

**(7) Deposits not credited.**

These are deposits which you have made at the bank but which failed to appear on your bank statement. This may be due to the statement being produced before your deposit was processed and credited into your account by the bank.

**(8)** In order to check that your statement is correct, you must have a list of all your payments in to the bank; a list of amounts paid by cheque; the information supplied on your statement.

Your balance as per chequebook is the difference between your receipts and payments, and it is this

figure that you must reconcile against your balance as per your statement, to ensure the statement is correct, and all receipts have been credited fully to your account.

(9) All debits against you will be asked for in red, while all credits appear in blue.

## **RUNNING THE PROGRAMME**

Type "RUN" and follow the on-screen directions, entering the required information. Once all required information for each heading is entered, enter a \* symbol to continue the next section.

On completing the programme, should the error message appear, your statement has not reconciled correctly. This could mean:

- (a) You have made a typing error for an amount.
- (b) You have omitted some items.
- (c) You have entered items in the wrong place.
- (d) Your accounts are incorrect.

To check these please follow on-screen instructions to correct amounts. Go into correction mode in the heading in which the correction occurred by typing C. Change the amount by typing C again. Now enter the number of the item you want to change. If you want to insert a new item, type C to get into correction mode and I to begin inserting. Next enter the description and amount.

To delete an item simply change its amount to nil.

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